



## **2016 State Competitive AmeriCorps Competition**

### **REQUEST FOR APPLICATIONS** **State Competitive New and Continuation**

**Logic Models DEADLINE: October 21, 2016 by 5:00pm**

**DEADLINE: December 5, 2016 at 5:00**

## ***Important Notice***

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on [www.nationalservice.gov](http://www.nationalservice.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 80 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 250 E Street, SW, Suite 300, Washington, DC 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive Summaries of all compliant applications received and applications of successful applicants will be published on the CNCS website as part of ongoing efforts to increase transparency in grantmaking. This is described in more detail in the *Notice of Federal Funding Opportunity*. The information will not otherwise be disclosed to entities outside of AmeriCorps and CNCS without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

### **Indirect Cost Rates:**

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

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## Overview

### Serve DC

Serve DC – The Mayor’s Office on Volunteerism, is the DC Commission on National and Community Service as such Serve DC provides oversight and support to applicants selected as sub-grantees. Oversight includes site visits, fiscal monitoring, and reporting requirements. Support includes AmeriCorps trainings, program director meetings, and one-on-one technical assistance.

Serve DC was established by an Executive Order in 2000 and is housed in the Office of Community Affairs in the Executive Office of the Mayor. Serve DC is the District of Columbia Government agency dedicated to promoting service as an innovative, sustainable solution to the challenges we face as a community and a nation. Serve DC engages District communities by building partnerships and organizational capacity, serving as the local lead for national volunteer and service initiatives, and providing and promoting meaningful service opportunities throughout the year. This application applies to Single State applicants operating only in the District of Columbia.

### Corporation for National and Community Service

Serve DC receives federal funding from the Corporation for National and Community Service (CNCS) to support National Service programs in the District of Columbia including the AmeriCorps State program. The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

### AmeriCorps

AmeriCorps is a National Service program funded by CNCS. Locally, Serve DC supports the AmeriCorps State program in Washington, DC. AmeriCorps projects address a combination of the national service priorities, meet critical needs of our nation, achieve national service goals, and address community problems. These include disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. Within these issue areas, programs may submit proposals that address specific problems of local communities. Full-time members who complete their service earn an Eli Segal AmeriCorps Education Award of 5,815.00 to pay for college, graduate school, or to pay back qualified student loans. Members who serve part-time receive a partial Award. Some AmeriCorps members may also receive a modest living allowance during their term of service.

### Disclosure CSCS

Publication of the Announcement of Federal Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate the entire amount of funding available.

### Disclosure Serve DC

Funding for this award is contingent on funding from the grantor. This Request for Applications (*RFA*) does not commit the Serve DC to make an award. Serve DC reserves the right to accept or deny any or all applications. Serve DC reserves the right to issue addenda and/or amendments or to rescind this *RFA*.

## Key Dates

For new and recompeting grantees only Logic Models are due **by Friday, October 21, 2016 by 5:00pm** to Serve DC. On **Monday, October 31, 2015** new grantees will be notified if they are invited to submit a full application.

Applications are **due Monday, December 5, 2016 at 5:00 p.m.** Eastern Time to Serve DC.

Serve DC will submit of a Notification of Intent to Apply by **Wednesday, December 7, 2016 at 5:00 p.m.** Eastern Time. Serve DC's application and funding recommendations are due to CNCS by **Wednesday, January 18, 2016 at 5:00 p.m. Eastern Time**

Serve DC will not consider applications received after the deadline, except as noted below. Serve DC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline applies to new, recompeting, and continuation applicants.

## Additional Information

This RFA should be read together with the Serve DC Notice of Funding Announcement (NOFA). AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, the Mandatory Supplemental Guidance, Application, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

## ***Federal Award Information***

### **Estimated Available Funds**

Serve DC – The Mayor's Office on Volunteerism announces the availability of AmeriCorps State Competitive funding for Fiscal Year 2016 – 2017 to eligible organizations. Subject to the availability of appropriations for Fiscal Year 2017. New applicants will compete nationally with other State and National programs for Competitive funds made available through Serve DC and CNCS. Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

### **Project and Award Period**

The project period is generally one year with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior July 1, 2017. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

### **Program Authority**

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

### **CNCS Focus Areas**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

**Disaster Services**

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

**Economic Opportunity**

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper (see Mandatory Supplemental Guidance) to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

**Education**

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

**Environmental Stewardship**

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

**Healthy Futures**

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

**Veterans and Military Families**

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

**Funding Priorities**

See Mandatory Supplemental Guidance for further information about some of the priorities. CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment - 21st Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Programming that supports My Brother's Keeper

- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Safer communities
- Evidence Based Intervention Planning Grants
- Encore Programs

In order to receive priority consideration and three points for submitting an application within a priority(ies), applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

## **National Performance Measures**

CNCS expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>].

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performance measure in the Performance Measure section of the applications in eGrants (CNCS's web-based grants management system). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

## **Type of Award**

### **AmeriCorps Operating Grants**

CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full Time Fixed Amount grant is limited to certain applicants. See the Eligible Applicants section and the Mandatory Supplemental Guidance for more information. CNCS will not provide both types of grants for the same project in one fiscal year.



General Summary

Grant Types	Cost Reimbursement			Fixed Amount		
Available Subtypes	Traditional	Professional Corps	Evidence Based Planning Grant	Full time	EAP	Professional Corps
Maximum Cost per MSY	\$13,830,	Up to \$1,000*	N/A	\$13,430	\$800	Up to \$1,000*
Type of Slots in the National Service Trust	All	All	N/A	Full-time or Less than Full-time serving in a full time capacity	All	Full-time only
Budget Submission Required	Yes			No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSYs	No			Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.	See RFA	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.
Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirements	Yes	No		
Available to new Applicants	Yes			No	Yes	

**Professional Corps**

Professional Corps programs recruit and place qualified members in communities with an inadequate number of such professionals in positions as teachers, health care providers, police officers, engineers, or other professionals. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community (ies) where the program seeks to place members.

\*CNCS assumes that Professional Corps will cover the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider Professional Corps programs' requests for operating funds of up to \$1,000 per MSY if an applicant is able

to demonstrate in its narrative and supporting budget materials significant legal applicant financial need and substantial challenges to raising non-CNCS resources.

CNCS will determine whether a Professional Corps legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds on a case-by-case basis, examining all of the circumstances surrounding the application. There are a wide variety of circumstances under which a Professional Corps legal applicant will be able to demonstrate a compelling need for operating funds. However, given the high demand for AmeriCorps funding there are also specific circumstances where CNCS believes that a Professional Corps legal applicant will be highly unlikely to demonstrate a need for operational funds. For example, where CNCS's due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted net assets that are well in excess of the requested level of CNCS funding, it is difficult to see how the Professional Corps would be able to demonstrate that they should receive operational funding (which would inherently reduce the funding available to other high-quality applicants).

#### **Evidence Based Intervention Planning Grants**

CNCS is seeking applications for planning grants that will be used to develop new national service models<sup>1</sup> that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice<sup>2</sup> such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

#### **Education Award Grants (EAP) fixed amount grant**

Applicants request a small fixed amount per MSY and use their own resources to cover all other program expenses. Unlike full-time fixed amount grants, EAP programs may enroll members for any slot type and there is no requirement that members serve in a full-time capacity. Programs are not required to pay a living allowance to members and can access all grant funds based on enrolling the full complement of members supported under the grant.

EAP grants are available to all applicants regardless of whether or not they have previously received AmeriCorps funding.

### ***Eligibility Information***

#### **Eligible Applicants**

Institutions of higher education (2 C. F.R. §200.54) and nonprofit organizations (2 C.F.R. §200.70) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply.

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply.

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<sup>1</sup> A body of evidence that supports the role of national service in effective education interventions is emerging. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

<sup>2</sup> Applicants are encouraged to use federal agency clearinghouses like the U.S. Department of Labor's Clearinghouse for Labor Evaluation and Research (CLEAR) and the U.S. Department of Education's Institute of Education Sciences' What Works Clearinghouse (WWC) to identify evidence-based programs and practices. For a description of CLEAR causal-evidence guidelines, visit: <http://clear.dol.gov/reference-documents/causal-evidence-guidelines-version-21>. For WWC evaluation standards, see Version 3.0 of the Procedures and Standards Handbook, <http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>.

## New Applicants

CNCS encourages organizations that have not received prior funding from CNCS to apply. The general practice is to award at least 20 member positions (slots) but no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

New competitive applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. Previous Formula subgrantee apply as first time competitive applicants are not eligible to apply for a Full Time Fixed Amount grant. See Mandatory Supplemental Guidance for more information.

## Continuation Applicants

Organizations that have current AmeriCorps awards that do not end in FY17 must submit an application in order to be eligible to receive funding for the following year. Please see p.41 of this *RFA*. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria in this *RFA*.

## Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- All applicants should request at least 20 member slots. New and recompeting applicants with less than 20 members will be deemed noncompliant and will not be reviewed. For State Commissions, “application” refers to each submitted sub-application, not a commission prime application.
- If an applicant is applying for a Professional Corps grant, its application must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If an applicant is applying for a Full Time Fixed Amount grant, the application must reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 C.F.R. §2522.910-.940), the applicant must describe how the program will meet these requirements.

## Other Requirements

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *RFA*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this *RFA*.<sup>3</sup> A similar restriction may be enacted with the appropriation which will fund awards under this *RFA*.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

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<sup>3</sup> However, this exclusion will not apply to a corporation which a Federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the Federal Government.

## ***Application and Submission Information***

### **Logic Models**

For new and recompeting Grantees only Logic Models are due **by Friday, October 21, 2016 by 5:00pm**. Applicants are required to send a copy of their logic model and Attachment H by e-mail to [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov) by the deadline. Include the name of the applicant organization, address, contact person, e-mail address, and phone number. Applicants should state the type of grant they intend to apply for. Logic Models should follow the same format as submitted in eGrants. For instructions on submitting logic models in eGrants go to page 25. On **Monday, October 31, 2016** new grantees will be notified if they will be invited to submit a full application.

### **Content and Form of Application Submission**

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

### **Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM)**

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the [SAM Quick Guide for Grantees](#).

### **Additional Documents Deadline**

Any required additional documents are due on the application deadline. See *Submission of Additional Documents* section for other guidance.

### **Late Applications**

Serve DC may consider an application submitted after the deadline if an applicant submits a letter to [pamela.weinberg@serve.dc.gov](mailto:pamela.weinberg@serve.dc.gov) [LateApplications@cns.gov](mailto:LateApplications@cns.gov) explaining the extenuating difficulties that caused the delay. **Serve DC must receive the letter within one business day of the submission deadline.** If technical difficulties prevent a timely submission, the letter should include the Help Desk ticket number provided by the National Service Hotline. (See the *Electronic Application Submission in eGrants* section). Applicants are also required to continue working in [eGrants, CNCS's web-based system](#) and with the National Service Hotline to submit the application as soon possible after the deadline. Serve DC will determine whether or not to accept a late application on a case-by-case basis.

**Please note:** Serve DC will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance listed above.

#### **Required Technical Assistance Sessions**

Technical assistance (TA) sessions are available:

- September 27, 2016 from 5:30-6:30 p.m. at the Frank D. Reeves Municipal Center, 2000 14th Street, NW, Suite 101, Washington, DC 20009
- October 6, 2016 from 2:00-3:00 p.m. via Conference call - Conference call information will only be available to those who RSVP.

New Applicants are required to attend one of the above technical assistance (TA) sessions:

## ***Funding Restrictions***

### **Member Living Allowance**

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table: Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1700	\$12,630	\$24,930
Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

#### ***Exceptions to the Living Allowance Requirements***

**1. Programs existing prior to September 21, 1993** are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

**2. EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

**3. Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget.

## Maximum Cost per Member Service Year (MSY)

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and recompeting State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table: Maximum Cost per MSY**

Grant Program	Maximum
Competitive State Applicant (cost reimbursement)	\$13,830
Professional Corps Grant (Cost Reimbursement)	Up to \$1,000
Professional Corps Fixed Amount Grant	Up to \$1,000
Education Award Program Fixed Amount Grant	\$800
Fulltime Fixed Amount Grant	\$13,430

## Amount of the Segal AmeriCorps Education Award for FY 2018

AmeriCorps members serving in programs funded with FY 2018 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,815.00 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table: Term of Service and Education Award**

Term of Service	Minimum # of Hours	Education Award
Full Time	1700	\$5,815.00
Half Time	900	\$2,907.50
Reduced Half Time	675	\$2,215.24
Quarter Time	450	\$1,538.36
Minimum Time	300	\$1,230.69

## Cost Sharing or Matching

### Fixed Amount Grants

There is no specific match requirement for Fixed Amount grants. CNCS and Serve DC does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

### Cost Reimbursement Grants

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 C.F.R. §2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

### **Alternative Match**

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 C.F.R. §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted. State programs submit requests for alternative match to the State Commission. State Commissions submit on behalf of their state applicants and National Directs submit their requests directly to [ACAlternateMatchRequests@cns.gov](mailto:ACAlternateMatchRequests@cns.gov)

### **Indirect Costs**

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413 Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

## ***Submission Requirements***

Applicants must submit one (1) hard copy of each of the items listed below:

1. Original signed copy of the SF424 Facesheet (see Appendix A)
2. Most recent A-133 Audit or Form 990
3. Labor concurrence (if applicable as required under 45 CFR 100 (c)) on behalf of your programs, depending on amount of funds and history with the Corporation
4. Program evaluations (as required under 45 CFR 2522.730)

Applicants must provide Serve DC with three (3) hard copies of their completed application to include the documents below.

1. SF424 Facesheet (does not need to be original, signed copy)
2. Application (including Performance Measures)
3. State Performance Measures (Word Document)
4. Budget
5. Budget Narrative
6. Logic Model
7. Additional documents may include (if applicable): evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

### **Strategic Considerations**

Applicants must check the relevant boxes in the Program Information tab in eGrants in order to be considered for CNCS's assessment of the strategic considerations(See *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and implementation strategies are described in the application.

### **Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, CNCS's web-based system](#). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline.

Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. When determining compliance with any page limits in this *RFA*, CNCS will consider the number of pages as they print out per the guidance in the *Page Limits* section.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if a problem arises when creating an account or preparing or submitting the application. See hours above. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via eGrants. National Service Hotline hours are as follows: Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept) Mon - Thu, 9 am – 7 pm ET (Oct, Nov, Dec).

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may email the application to [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov)

## Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

All applicants

- Current indirect rate cost agreement, if used to claim indirect/administrative costs.
- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

Recompeting applications

- Evaluation report, if required. Please see the *Evidence Base* section for further information.

Multi-focused Intermediaries

- Letters of support from the consortium members

Additional Documents must be emailed to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) with the following subject line: [Legal Applicant Name]– [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this *RFA* or Application Instructions. CNCS and Serve DC will not review or return them.

## Page Limits

Applications may not exceed 15 pages for the Narratives or 18 pages for Multi-Focus Intermediaries.

In determining whether an application complies with page limits, CNCS will include:

- the application's Executive Summary, SF 424 Facesheet, and
- the Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

CNCS will consider the number of pages only as they print out from the "Review" tab in eGrants (where you will see the "View/Print your application" heading) when determining compliance for page limits. CNCS will not



consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. CNCS strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. However, the Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. Reviewers will not consider submitted material that is over the page limits in the printed report. Also note that eGrants will not prevent an applicant from entering text which will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

## ***Application Review Information***

### **Criteria**

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this Application Instructions and *RFA*. The quality of an application will be an important factor in determining whether an organization will receive funding. Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *RFA* and Application Instructions, we suggest that you include a brief discussion of each bullet if it pertains to your application.

#### **A. Executive Summary (Required - 0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].\* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

\*If the program is not operating in a CNCS focus area, omit this sentence.

Fixed Amount grant applicants (EAP, Fulltime Fixed, and Professional Corps Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

#### **B. Program Design (50 percent)**

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

##### **1. Need (2 points)**

- The community need is prevalent and severe in communities where members will serve and has been documented with relevant data.

“Community” can be a geographic region, a specific population of people, or a combination of both. The applicant organization must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

## **2. Intervention (3 points)**

- The proposed intervention is clearly described.
- The proposed intervention aligns with the identified community need.

## **3. Theory of Change and Logic Model (19 points)**

The Theory of Change shall address:

- The applicant’s proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness, as described in the *Evidence Base* section below.
- The proposed outcomes articulated in the application narrative and Logic Model represent meaningful progress in addressing the community need identified by the applicant. Applicants should provide rationale for selecting output and outcome targets. Note, re-competing applicants proposing to significantly increase or decrease output and outcome targets from their previous grant must provide a justification for this change.
- The applicant’s AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Programs may include short, medium, or long-term outcomes in the Logic Model. While performance measure outcomes should be consistent with the program’s theory of change, programs are not required to measure all outcomes that are included in the Logic Model.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

## **4. Evidence Base (12 points)**

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

In 2016, the evidence tiers of funded AmeriCorps State and National competitive grantees' were as follows: Strong 17%, Moderate 9%, Preliminary 39%, and Pre-Preliminary 24%. CNCS expects the programs it funds to be progressing along the evidence continuum. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers provided below. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives not research studies or program evaluations) that are not consistent with the guidance and requirements described in the *RFA* will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants that have collected relevant performance measurement data must describe this data. Applicants that have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

- 1) The date the research or evaluation was completed, and the time period for which the intervention was examined
- 2) A description that shows the study's relevance to the proposed intervention
- 3) A description of the target population studied (e.g. the demographics)
- 4) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)
- 5) A description of the data, data source, and data collection methods
- 6) The outcomes or impacts examined and the study findings
- 7) The strength of the findings (e.g. effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance with the *RFA* instructions.

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower tier of evidence and related point values. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants that do not meet all requirements will be considered for a lower tier.

Requirements associated with the five evidence tiers are described next.

**No evidence** (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself. Applicants may describe up to two research or evaluation studies that inform their program design but may not submit these studies.

**Pre-preliminary evidence** (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

In order to qualify for this tier, the applicant must have collected data about their own program. The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Applicants should describe evidence for the pre-preliminary tier in the Evidence section of the application but should not submit additional documents unless required to meet CNCS evaluation requirements.

**Preliminary evidence** (3-6 points) means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

**Preliminary with Outcome Study** The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. In some cases a retrospective pre-post test may be considered, but its use must be justified. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill the CNCS evaluation requirements will be reviewed only for compliance with evaluation requirements. Outcome evaluations submitted by applicants who were not required to meet CNCS evaluation requirements will not be considered when assessing evidence tier.

An outcome study includes data beyond that which is collected as part of routine performance measurement. In addition to describing up to two outcome studies of their own program or intervention, applicants must describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

**Preliminary with Replication**

- The applicant must describe and submit at least one randomized controlled trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The applicant must describe how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied. An applicant may be eligible for more points if they also submit evidence from a process evaluation demonstrating that they have implemented the replication with fidelity. The process evaluation should be described but not submitted.
- Applicants who do not submit the required study or who do not describe fully how they are replicating the evidence-based program with fidelity will be considered for a lower tier.

For the purposes of this *RFA*, “replicate” means that the key elements of the applicant’s intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant’s adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- Training for the AmeriCorps members and/or other individuals, such as volunteers, delivering the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

In cases where the applicant is part of a multi-site program (for example, a national program operating in multiple states) that has conducted an evaluation that qualifies them for the moderate or strong evidence tier, but the evaluation did not include the applicant’s proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at all of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

**Moderate evidence** (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies of their own program that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant’s logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

**Strong evidence** (10-12 points) means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. Alternatively, the proposed intervention’s evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of their own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant’s logic model. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees recompeting for their third competitive grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

**5. Notice Priority (3 points)**

- The applicant proposed program fits within one or more of the 2017 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance.
- The proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

**6. Member Training (4 points)**

- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Mandatory Supplemental Guidance).

**7. Member Supervision (2 points)**

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

**8. Member Experience (3 points)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- AmeriCorps members will have access to meaningful service experiences.
- AmeriCorps members will have access to opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

**9. Commitment to AmeriCorps Identification (2 points)**

- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.

**C. Organizational Capability (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

**1. Organizational Background and Staffing (10 points)**

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

## **2. Compliance and Accountability (15 points)**

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold subgrantees (if applicable) and service site locations accountable if instances of risk or noncompliance are identified.

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **1. Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.\*
- The budget aligns with the applicant's narrative.\*
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Mandatory Supplemental Guidance) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

\*Program costs not included in the formal budget, including for Fixed Price grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section may result in a lower score.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see *Maximum Cost per MSY* Section), it must justify its request. Please note that such requests are rarely approved.

#### **2. Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Price applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

### **E. Evaluation Plan (Required for recompeting grantees - 0 percent)**

If the applicant is competing for the first time, please enter N/A in the "Evaluation Summary or Plan" field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of "recompeting" below) the program must submit its evaluation plan in the "Evaluation Summary or Plan" section of the Narratives field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report (see the *Submission of Additional Documents* section for more information), as well as an evaluation plan for the next three-year period in the "Evaluation Plan" field in eGrants. Evaluations plans submitted outside of eGrants will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

A program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one competitively funded three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more competitively funded three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count towards the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

Subgrantees with an average annual CNCS program grant of \$500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this RFA. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at: [https://www.nationalserviceresources.gov/files/guidance\\_for\\_grantees\\_approval\\_of\\_alternative\\_evaluation\\_approach.pdf](https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf).

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan field in eGrants.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.
- 

#### ***F. Amendment Justification (0 percent)***

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.



### **G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

### **H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

## **Criteria for Evidence Based Intervention Planning Grants**

### **A. Executive Summary (fill in the blanks) (0 percent):**

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

### **B. Program Design (50 percent)**

#### **1. Need (10 points):**

- The community need is prevalent and severe in communities where the program plans to serve and the need has been documented with relevant data.

#### **2. Evidence-Based Intervention (30 points)**

- The evidence-based intervention has successfully addressed the need in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated (if applicable). The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.
- The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.

#### **3. Planning Process/Timeline (10 points):**

- The applicant describes a clear and logical planning process, including:
  - A detailed description of the planning process and who is leading it.
  - A well-developed timeline for planning activities.
  - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.
- The applicant includes development of the following program elements in the planning process/timeline:
  - Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
  - Member selection and training plan
  - Member supervision plan
  - Commitment to AmeriCorps Identity
  - Compliance and Accountability
  - Securing Match Support for the Program
- The applicant includes development of the following evaluation elements in the planning process/timeline:
  - Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
  - Assessing outcomes achieved in previous evaluations of the evidence-based intervention
  - Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention

### **C. Organizational Capability (25 percent)**

#### **1. Organizational Background and Staffing(25 points)**

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

(Same as other AmeriCorps Applications)

### **E. Evaluation Plan (0 percent)**

Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

## **Review and Selection Process**

The assessment of applications involves a wide range of factors and considerations. The AmeriCorps State Competitive application process includes two levels of review: one by Serve DC's and one at the Federal CNCS level.

Following Serve DC's initial review of the full applications, a decision will be made as to which programs Serve DC will recommend to CNCS for Competitive funding consideration. The remaining applications – and those not selected by CNCS for Competitive funding – will be considered for AmeriCorps Formula funds. Serve DC reserves the right to reject applicants from both the Competitive process and from consideration for Formula funding. Serve DC anticipates notifying Competitive awardees by no later than May 30, 2017 (contingent on full year appropriations) and anticipates making Competitive grant awards in or about the first week of July 2015.

Serve DC and CNCS will engage external reviewers to provide insight and input with respect to eligible applications. In addition, Serve DC and CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in these application instructions.

### **Compliance and Eligibility Review**

Serve DC and CNCS staff will review all applications submitted to determine compliance with eligibility, the submission deadline, and completeness. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:

- Is an eligible organization
- Submits an application by the submission deadline
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *RFA*

- Submit an application with a minimum of twenty AmeriCorps member positions (slots).

## **Serve DC Review Process**

Serve DC will utilize two review panels (peer/outside reviewers and staff) to determine if an application will be submitted to CNCS for the second level of review, moved to the Serve DC AmeriCorps State Formula review, or to be rejected.

Serve DC will assess recompeting subgrantees' past performance and submit those assessments to CNCS.

### **Recompeting Subgrantees**

After Serve DC assess out recompeting subgrantees' past performance and submit those assessments to CNCS. CNCS will assess its recompeting direct grantees related to past performance. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, CNCS will consider the following for applicants that are current formula and competitive grantees and are submitting applications for the same program model:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 30 day enrollment and exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service
- Commission Rank

Additionally, CNCS may use the results of the review of the risk assessment evaluation in determining which applications to fund. If CNCS concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

## **CNCS Review Process**

CNCS will screen applications in accordance with the requirements in this *RFA* to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

Each application will be assessed by several CNCS staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and the priorities and strategic considerations detailed in the *RFA*. External Reviewers will review and assess the evidence base criteria in the *RFA*. All reviewers will be screened for conflicts of interest.

### **Post Review Quality Control**

After the reviewers complete their assessment, CNCS staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications ranked first by a State Commission that received low scores and applications for which there are significant panel anomalies.

### **Risk Assessment Evaluation**

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following, but not limited to:

- Financial stability
- Quality of financial management systems and ability to meet the administrative standards prescribed in

applicable OMB Guidance

- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements,
  - If applicable, meeting matching requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - Dun and Bradstreet, or
  - "Do Not Pay"
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 C.F.R. § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

#### **Clarification Process**

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by Serve DC and/or CNCS staff in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in response to clarification questions in a timely fashion may result in the removal of applications from consideration.

#### **Selection for Funding**

The assessment of applications involves a wide range of factors and considerations. CNCS staff will apply their experience and expertise in evaluating and recommending applications. CNCS will engage external reviewers to provide insight and input with respect to the evidence base of eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this *RFA*.

Specifically, the review and selection process will:

A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:

- Meaningful representation of
  - Geographic diversity
  - Rural communities (see definition in Mandatory Supplemental Guidance)
  - Small and medium programs
  - Single and multi-state programs
  - Faith-based organizations
- CNCS *Notice* Priorities representation
- Focus area representation
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members (e.g.; people with disabilities, low-income individuals, older Americans, etc) and expand opportunities to serve as AmeriCorps members
- High ratio of match and/or other revenue to CNCS investment
- Moderate and Strong evidence levels

- Promise Zone designees

In selecting applicants to receive awards under this *RFA*, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

***Serve DC and CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to Serve DC and CNCS in response to this RFA.***

#### **Consideration of Integrity and Performance System Information**

Prior to making any award under this *RFA* that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

CNCS will consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this *RFA*.

#### **Transparency in Grant-making**

CNCS is committed to transparency in grant-making. The following information for new and re-competing applications will be published on [CNCS Results of Grant Competitions](#) within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants
- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- a blank template of the external review worksheet
- a list of all external reviewers that completed the review process
- a summary of external reviewer comments for successful applications.

## ***Administrative and National Policy Requirements***

#### **Uniform Guidance**

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will also be subject to the specific terms and conditions established for AmeriCorps grants and/or defined in the Terms and Conditions or Special Conditions attached to the award.

#### **Requests for Improper Payment Information**

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. This information request will come through Serve DC. It is important to meet any deadlines set by Serve DC. Failure by Serve DC to make timely responses to Improper Payments Information Act requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

#### **CNCS Terms and Conditions**

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C.F.R. Parts 200](#) and [2205](#). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110 and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up), and A-89 (the former Federal Domestic Assistance Program Information).

### **National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW)
2. Either
  - a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or*
  - b. A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based check of the [NSOPW](#); and
2. Both
  - a. A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
  - b. A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs.

### **Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 C.F.R. §200.315 (b)).

### **Serve DC Program Participation Requirements**

#### Seasons of Service Days

Successfully funded programs will be required to participate in at least two (2) Seasons of Service Days. Examples include: 9/11 Day of Service and Remembrance (in September) or Martin Luther King, Jr. Day of Service (in January).

#### Serve DC National Service Program Director Events

The AmeriCorps Program Director (or his/her designee) will be present at all Serve DC Program Director Meetings, orientations, training events, and AmeriCorps special events. In addition, AmeriCorps participants from the program will be present at all statewide participant events and meetings. The sub-grantee will ensure that AmeriCorps Members are in attendance and are provided with the appropriate supervision at all Washington, DC AmeriCorps special events.

### Emergency Preparedness

AmeriCorps members can receive training in emergency preparedness in order to be ready to mobilize in the event of a national emergency, major catastrophic event, or federally declared disaster. CNCS has indicated that, depending on the type and origin of the declaration, members could be redeployed to provide response and recovery support to affected areas. Members will assist in a disaster when a special emergency has been declared by the appropriate authorizing official. Members will receive basic emergency preparedness training (e.g. CERT, Community Emergency Response Team training) from Serve DC.

### **Reporting Requirements**

All approved applicants will be required to submit the following reports (and any others per CNCS/Serve DC guidelines and requirements):

- *Progress Reports (Quarterly)*  
Must identify the status of progress of tasks and performance measures as provided in the Application and Budget approved by Serve DC and CNCS
- *Progress Report Data (Semi-Annually)*  
Must report progress toward the grant's approved performance measure outputs and outcomes
- *Demographic data (Annually)*  
Must report volunteer demographic information for AmeriCorps Members and episodic and ongoing volunteers
- *Periodic Expense Reports (Monthly)*  
Must identify funds expended during the Reporting Period
- *Federal Financial Reports (Semi-Annually)*  
Must identify funds expended to date during the Reporting Period
- *Volunteer Generation Reports (Monthly)*  
Must identify the number of the Non-AmeriCorps Member Volunteers generated through AmeriCorps program (State Performance Measure)
- *AmeriCorps Member Timesheet Reports (Monthly)*  
Must submit AmeriCorps Member timesheets on a monthly basis in the OnCorps Reporting System

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing Serve DC with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

### **Re-Focusing of Funding**

CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service.

## Application Instructions

Please use these application instructions if you are a new or recompeting applicant to Serve DC.

If you are submitting a request for continuation to Serve DC, please see the Continuation Instructions in this document.

Use these instructions in conjunction with the Notice of Funding Opportunity (NOFO), and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The NOFO includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),<sup>4</sup> and other information that is specific to the grant competition.**

The AmeriCorps regulations include pertinent information (see Table 1, below). The CNCS version of the NOFO can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

The full regulations are available online at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

**Table 1: Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the NOFO, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity/Notice of Federal Funding Availability*, which takes precedence over the
3. Application Instructions.

### SUBMITTING YOUR APPLICATION IN EGRANTS

#### New and Recompeting Applicants

New applicants need to establish an eGrants account by accessing this link:

<https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Under the Select a NOFO click on FY2017 AmeriCorps State and National Commission Competitive Funding.

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives

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<sup>4</sup> One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested in the application. It does not include childcare or the cost of the education award.



- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

### Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, please contact Pamela Weinberg @ [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov).**

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
- If you are a current planning grantee applying for an implementation grant, select **New**

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

### II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The length of the project period is specified in the *NOFO*.
- State Application Identifier: Enter N/A.
  - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- Request a waiver: use this link to request a waiver to the volunteer generation requirement.

### III. Narratives

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Summary or Plan.

Note: The Narratives Section also includes fields for Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

### IV. Logic Model

Complete the logic model using the guidance provided in this *RFA*.

To begin entering your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu.

In the first blank row of the logic model, click “edit.” Clicking this link will open a pop-up screen with fields for each column of the logic model. Complete any fields that are applicable; there are no required fields in this screen. When you are finished click “save and close.”

You may add an unlimited number of rows to the logic model by clicking “add a new row.” However, please be mindful of any page limits specified elsewhere in the Application Instructions or *NOFA*.

You may edit or delete an existing row by clicking “edit” or “delete” in the last column of the logic model.

## **V. Performance Measures**

All applicants must submit performance measures with their application. See Attachment B for instructions for entering performance measures. Serve DC and CNCS will use the performance measures separately from the grant narrative after grant-making. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide information about performance measures in the narrative, this information will also need to be in the performance measures module.

For more information about Performance Measures go to:  
<http://www.nationalservice.gov/resources/performance-measurement/ameri corps>

## **VI. Program Information**

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant.  
Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21<sup>st</sup> Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother’s Keeper

- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants
- Safer Communities
- Encore Programs
- No NOFO priority area

### **Populations Served**

Check the appropriate box (es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

### **Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program:

- Faith-based organizations
- Community-based organizations
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

### **Grant Characteristics- AmeriCorps Member Population:**

Check any grant characteristics that are a significant part of the proposed program:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

**AmeriCorps Identity/Co-branding Questions.** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization's website.

## **VII. Documents**

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below) a federally-approved indirect cost agreement (if applicable and as indicated in the *RFA*), other required documents listed in the *RFA* (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application. After you have submitted the documents via the guidance in the *RFA*, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at CNCS.”

### **A. Evaluation**

Submit any completed evaluation plan or report as described in F., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report. If an evaluation is required, you must submit a copy at the time of application even if you think CNCS may already have it on file.

### **B. Labor Union Concurrence**

- 1) If a program applicant:
  - a) Proposes to serve as the placement site for AmeriCorps members; and
  - b) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
  - c) Those employees are represented by a local labor organization, then the application must include the written concurrence of the local labor organization representing those employees. Written concurrence can be in the form of a letter or e-mail from the local union leadership.
- 2) If a program applicant:
  - a) Proposes to place AmeriCorps members at sites where they will be engaged in the same or substantially similar work as employees represented by a local labor organization, then the applicant must submit a written description of how it will ensure that:
    - i) AmeriCorps members won't be placed in positions that were recently occupied by paid staff.
    - ii) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

For the purposes of this section, “program applicant” includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

### **C. Federally-approved Indirect Cost Agreement**

Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) at the same time they submit their application.

### **D. Other Documents**

Provide other required documents list in the *RFA* (if applicable) via the email listed in the *RFA*, as part of your application.

### **E. Delinquent on Federal Debt**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to [Additionaldocuments@cns.gov](mailto:Additionaldocuments@cns.gov) at the same time they submit their application.

### **F. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.**

Please submit the required documents to the email listed in the *RFA* using the naming convention and other instructions found there. This information must be received in eGrants by December 5, 2016.

## VIII. Budget Instructions

**For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants (Attachment E) and the Budget Worksheet (Attachment F) to prepare your budget.**

### A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

**Table 2: Match Requirements in the AmeriCorps Regulations**

Grant Type	Match Requirement
Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
EAP Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost in the NOFO provided by CNCS.
Professional Corps Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost in the NOFO provided by CNCS.
Stipended Fixed-Amount Grants	There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum cost in the NOFO provided by CNCS.

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used. See Attachment H for instructions for applying for the Alternative Match Schedule.

*Note:* CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees that use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).

### B. Preparing Your Budget

Follow the detailed budget instructions in Attachment C to prepare your budget.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB OmniCircular can be found on-line at [https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)

### **IX. Funding/Demographics**

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not identified as on the application budget as CNCS share or grantee share (match). Note: Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth, if any
- Number of reported in performance measure O15 who are opportunity youth
- Number of reported in performance measure O17 who are opportunity youth

### **XI. Review, Authorize, and Submit**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment J). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.*** Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

## Continuation Requests

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompetiting programs. In addition, if you are in year two or three of a cost-reimbursement grant cycle, you need to submit a new application to participate in the fixed-amount grant; you cannot continue your existing project period and switch from cost-reimbursement to fixed-amount. CNCS reserves the right to consider your continuation request if your fixed-amount application is not funded.

### When to Submit Your Continuation Request:

See the *RFA* for application deadlines.

### How to Submit Your Continuation Request:

- Click **Continuation/Renewal** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your work, click the **SUBMIT** button.

Be sure you also review the *RFA* when preparing your request. If you have questions about the content of your continuation request, please contact your Program Officer.

### What to Include in Your Continuation Request:

#### I. Applicant Info and Application Info

Update the Applicant Info and Application Info Sections in eGrants if necessary. Note in the Continuation Changes field that you have updated the Applicant Info or Application Info Section(s).

#### II. Narrative (Narratives Section)

Your original application will appear in the Executive Summary and in the narrative sections Rationale and Approach/Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, Evaluation Summary or Plan, Amendment Justification, Clarification Information, and Continuation Changes, as appropriate.

**Do not enter continuation changes in the original narrative fields.** If you are not proposing changes to your continuation request, simply leave your original narrative as it is, and indicate that there are no changes in your responses to the Continuation Changes questions below.

#### Provide the following information in the Continuation Changes narrative field:

1. Identify whether this is a Year 2 and Year 3 continuation in the heading of this section.
2. Did the program enroll 100% of the slots in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
3. Did the program retain 100% of the members in the last full year of program operation? If no, provide an explanation, and describe the plan for improvement. CNCS recognizes retention rates may vary among equally effective programs depending on the program model but expects all grantees to pursue the highest retention rate possible.
4. Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.
5. Are you proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the members, and organizational capacity to support new sites.
6. Are you proposing a change in program scope or design? If yes, describe the change and provide a justification.



7. Are you requesting an expansion (increase in members, increase in funding, and/or an increase in cost/MSY)? Please note that continuation requests for increases in funding are rarely approved and are considered against the criteria outlined in the *RFA* and subject to available funding.

**Continuation applicants requesting expansions should not modify performance measures and the application budget to reflect the increase.** Instead, please respond to the questions below. If your continuation request is approved, you will be invited to modify your performance measures and budget accordingly.

- a. What type of expansion is being requested (increase in members, increase in funding, and/or increase in cost per MSY)?
  - b. What is the level of increase being requested? Provide the level of resource the program currently receives, the amount of increase being requested, and a new total request amount. For example: The program currently receives \$100,000, 10 MSY, and 10 slots, for a cost/MSY of \$10,000. We are requesting an additional \$20,000, 2 MSY, and 2 slots, for a cost/MSY of \$10,000. Our total request is \$120,000, 12 MSY, and 12 slots, for a cost/MSY of \$10,000.
  - c. Provide a justification for the expansion. The justification should include an explanation of the problem/need that will be met, how or whether member activities will differ from those already included in the approved grant, and a description of the organizational capability to support the expansion, including the organizational staffing and experience to manage the expansion and ensure quality and compliant programming and member experience.
  - d. Provide a detailed description of how the expansion would change the application budget and a dollar amount of the total increase. Include any additional staffing that would be added, changes to member training, criminal history checks, etc.
  - e. Provide a detailed description of how the expansion would change the application performance measures. Indicate how the expansion will impact program outcomes and make the program more effective.
8. Are you proposing other changes not captured above? If yes, describe these changes and provide a justification for them.

The page limit for the Continuation Changes field is 6 pages, as the pages print out from eGrants.

### III. Logic Model

Continuation applicants do not need to enter content into these fields unless changes to the originally-submitted logic model are being requested as part of Continuation Changes.

### IV. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. To revise performance measures, "View/Edit" the performance measures that copy over from your original application, or add new performance measures (see Attachment B for instructions). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

### V. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant.  
Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.

- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

- Disaster Services- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21<sup>st</sup> Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother's Keeper
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Safer Communities
- Evidence Based Intervention Planning Grants
- Encore Program
- No NOFO priority area

### **Populations Served**

Check the appropriate box (es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

### **Grant Characteristics**

Check any grant characteristics that are a significant part of the proposed program:

- Faith-based organizations
- Community-based organizations
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban

- Geographic Focus – Rural
- None of the above grant characteristics

**Grant Characteristics- AmeriCorps Member Population:**

Check any grant characteristics that are a significant part of the proposed program:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

**AmeriCorps Identity/Co-branding Questions.** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization’s website.

**VI. Budget (Budget Section)**

Your budget from the previous year’s application is copied into your continuation request so you can make the necessary adjustments. Revise your detailed budget for the upcoming year. Incorporate any required CNCS increases, such as an increase to the member living allowance into your budget. The CNCS total share of the budget should generally not be increased. Continuation applicants requesting increase in funding should describe their request in the Continuation Changes section of the application and make modifications to the budget **ONLY** if this request is approved. CNCS expects that the Cost per MSY for continuation applicants will decrease or remain the same. Any proposed increase in Cost per MSY must be justified in the Continuation Changes field. **This applies** even if the increased cost per MSY is less than the maximum or if the increase is due to increased costs set by CNCS.

**Source of Funds (Match)**

In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used.

**VII. Increasing Grantee Overall Share of Total Budgeted Costs**

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

See Attachment H for instructions for applying for the Alternative Match Schedule.

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
- Percentage of MSYs who are opportunity youth
- Number of reported in O15 who are opportunity youth

- Number of reported in O17 who are opportunity youth

#### **IX. Review, Authorize, and Submit**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Attachment J). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account.*** Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."

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## **ATTACHMENT A: Performance Measures Instructions**

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### **(eGrants Performance Measures Section)**

#### **eGrants Performance Measures Module Instructions**

##### **About the Performance Measures Module**

In the performance measures module, you will:

- Provide information about your program's connection to CNCS focus areas and objectives.
- Show MSY and member allocations.
- Create one or more aligned performance measure.
- Set targets and describe data collection plans for your performance measures.

##### **Home Page**

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and member allocations for your application, click the "Edit Objectives/MSYs/Members" button.

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

##### **Objectives Tab**

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on a focus area. Then click on an objective. All national performance measures fall under a strategic plan objective. Only the performance measures that correspond to the strategic plan objectives you select on this tab will be available for selection as you continue through this module. To see which performance measures correspond to which objective, refer to the CNCS Performance Measures Instructions

<http://www.nationalservice.gov/documents/main-menu/2014/2015-performance-measures-instructions>

Next, select all interventions that are part of your program design. Interventions are the activities that members and volunteers will carry out to address the problem(s) identified in the application. Select "other" if one of your program's interventions does not appear on the list. Repeat these actions for each of your program's focus areas. Select "other" for your focus area and/or objective if your program activities do not fall within one of the CNCS focus areas or objectives.

Choose your program's primary focus area from the drop-down list. Only the focus areas that correspond to the objectives you selected above appear in the list. Next, select the primary intervention within your primary focus area. You will be required to create an aligned performance measure that contains your primary intervention.

You may select a secondary focus area and a secondary intervention. The primary and secondary focus area may be the same if you have more than one intervention within the focus area.

## **MSYs/Members Tab**

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective (under the Education focus area), enter 0 MSYs for these objectives and allocate your MSYs to the other objectives you selected. Note that you may be required to enter "0" for some other objectives if the only activity in that objective is focused on member development. Please refer to additional instructions for calculating and entering MSY and member allocations at the end of these instructions to ensure that information is entered accurately.

As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the members column, enter the number of members that will be assigned to each objective. Some members may perform services across more than one objective. If this is the case, allocate these members to all applicable objectives. For example, if one member works on both school readiness and K-12 success, allocate one member to each of these objectives. It is acceptable for members in this table to exceed total slots requested in the application due to counting members' service across multiple objectives.

## **Performance Measure Tab**

This tab allows you to create sets of aligned performance measures for all the grant activities you intend to measure. You must create at least one aligned performance measure that includes your primary intervention. You may create additional aligned performance measures.

To create an aligned performance measure, begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure.

Briefly describe the problem your program will address in this performance measure.

Select the intervention(s) to be delivered by members and member-supported volunteers. The list of interventions includes the ones you selected previously for this objective. Select only the interventions that will lead to the outcomes of this aligned performance measure. If you selected "other" as an intervention and wish to include an applicant-determined intervention in your aligned performance measure, click "add user intervention" and enter a one or two word description of the intervention.

Select output(s) for your aligned performance measure. The output list includes only the National Performance Measure outputs that correspond to the objectives you have selected. If you do not wish to select National Performance Measures, you may create an applicant-determined output by clicking "Add User Output."

Select outcome(s). If you have selected a National Performance Measures output with a corresponding National Performance Measures outcome, these outcomes will be available to select. If you have not selected a National Performance Measures output, or if there is no corresponding outcome, create an applicant-determined outcome by clicking "Add User Outcome."

For Capacity Building National Performance Measures, you may select optional end outcomes. You will not be required to report on these outcomes and therefore will not be required to enter a data collection plan. Complete the corresponding drop-down box for any end outcome selected. To select more than one focus area, click "Add new focus area." To select more than one beneficiary population, click "Add new beneficiary." To de-select an item in the drop-down box, click the first (blank) line in the drop-down. To identify focus area outcomes that are connected to your capacity building activities, check the "Focus Area Outcome" box. To select more than one focus area

outcome, select “Add new outcome.” To de-select an item in the drop-down box, click the first (blank) line in the drop-down.

Enter the number of MSYs and members your program will allocate to achieving the outcomes you have selected in this performance measure. Since programs are not required to measure all grant activities, the number you enter does not have to correspond to the MSY chart you created on the MSY/Members tab; however, the total number of MSYs across all performance measures within a single objective cannot exceed the total number of MSYs previously allocated to that objective. Members may be double-counted across performance measures, but MSYs may not. Note that MSYs and members cannot be entered for performance measures associated with the Find Opportunity objectives. For the Teacher Corps objective, enter 0 MSYs and members.

Click “next” to proceed to the data collection tab. Later you can return to this tab to create additional aligned performance measures.

### **Data Collection Tab**

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected. Frequency refers to how often an intervention occurs (for example, number of sessions per week); intensity refers to the length of time devoted to the intervention (for example, number of minutes per session); and duration refers to the period of time over which the intervention occurs (for example, how many total weeks of sessions).

Expand each output and outcome and enter data collection information. For outputs that measure completion, define the minimum dosage required to be counted as having completed the program.

The performance measures may be used after grant making separate from the grant narrative. Thus all information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Should an applicant choose to provide duplicate information about performance measures in the narrative, this information will also need to be in the performance measures module.

Select the data collection method you will use to measure the output or outcome. To select more than one method, click the “Add new method” button. To de-select a method, click the first (blank) line in the method drop-down.

Describe the specific instrument(s) you will use to measure the output or outcome. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. For outcomes, specify how much improvement in knowledge, attitude, behavior or condition is required to be counted as having improved and clearly explain how the instrument measures this.

Enter the target number for your output or outcome. Targets must be numbers, not percents.

For applicant-determined outputs and outcomes, enter the unit of measure for your target. The unit of measure should describe the population you intend to count (children, miles, etc.). Do not enter percents or member hours as units of measure. In most cases, the unit of measure should be the same for the outputs and outcomes in an aligned performance measure.

After entering data collection information for all outputs and outcomes, click “Mark Complete.” You will return to the Performance Measure tab. If you wish to create another performance measure, repeat the process. If you would like to continue to the next step of the module, click “Next.”

### **Summary Tab**

The summary tab shows all of the information you have entered in the module.

To print a summary of all performance measures, click “Print PDF for all Performance Measures.”

To print one performance measure, expand the measure and click “Print This Measure.”

Click “Edit Performance Measure” to return to the Performance Measure tab.

Click “Edit Data Collection” to return to the Data Collection tab.

“Click Validate Performance Measures” to validate this module prior to submitting your application.

### Understanding MSY and Member Allocations in the AmeriCorps State and National Application

#### How to Calculate MSY and Member Allocations

In the performance measure module, applicants enter the total share of program resources (MSYs and members) that will be directed to each objective.<sup>5</sup> Member and MSY allocations entered in the application are understood to be the program’s best estimate of how member time will be allocated to various program objectives.

The charts below show how a sample program could calculate its MSY allocations for different member types and different percentages of member time spent per objective. In this example, the program has a total of 135 members. All members spend some time contributing to the K-12 Success objective. Only the program’s 105 full-time and half-time members contribute to the School Readiness objective.

Objective #1: K12 Success							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50
HT	.5	X	5	X	.80	=	2
RHT	.3809524	X	10	X	1.00	=	3.81
QT	.26455027	X	10	X	1.00	=	2.65
MT	.21164022	X	10	X	1.00	=	2.17
<b>Total Members</b>			<b>135</b>		<b>Total MSYs</b>		<b>60.63</b>

Objective #2: School Readiness							
Type of Member	MSY Multiplier for Type	X	Number of Members for Type	X	% of Member Time for Objective	=	MSY Allocation
FT	1	X	100	X	.50	=	50 MSY
HT	.5	X	5	X	.20	=	.5 MSY
RHT	.3809524	X	0	X	0	=	
QT	.26455027	X	0	X	0	=	
MT	.21164022	X	0	X	0	=	
<b>Total Members</b>			<b>105</b>		<b>Total MSYs</b>		<b>50.5</b>

#### How It Looks on the MSY Tab

The program enters the total number of MSYs and members for each objective on the MSY/Members tab of the performance measures module. The system automatically calculates the percentage of MSYs allocated to each objective.

<sup>5</sup> Objectives are objectives of the CNCS strategic plan. Activity that does not contribute to a strategic plan objective is categorized as “Other.”



Home Page Objective **MSY/Members** Performance Measure Data Collection Summary

Screen Instructions

On this tab, you will enter information about the allocation of MSYs and members across the focus areas and objectives you have selected. Begin by entering the total MSYs for your program.

Next, enter the number of MSYs your program will allocate to each objective. Only the objectives that were selected on the previous tab appear in the MSY chart. If some of your program's objectives are not represented in the chart, return to the previous tab and select additional objectives. The MSY chart must show how all your program's resources are allocated. If you have selected the Find Opportunity objective (under the Economic Opportunity focus area) and/or the Teacher Corps objective

**Summary**

Program: AmeriCorps

Focus Areas: Education

Objectives: School Readiness, K-12 Success

**Resource Allocation**

\* Enter Total MSYs for the project: 111.13

Enter the number of MSYs allocated to each objective. For planning grants, enter 0.

Focus Area	Objective	MSY	% of total MSY	Members
Education	School Readiness	* 50.50	45.44	* 105
Education	K-12 Success	* 60.63	54.56	* 135
Sub Total:		111.13	100.00	240
GRAND TOTAL:		111.13	100.0	240

Save Back Next

Note: Programs that select the Find Opportunity objective (Economic Opportunity Focus Area) or the Teacher Corps objective (Education Focus Area) must enter 0 MSYs for these objectives and allocate their MSYs to other objectives. This is because the MSY allocations are designed to show how programs' resources are allocated to activities that benefit the community. The Find Opportunity and Teacher Corps objectives are focused on benefits to members.

### How It Looks in the 424 PDF

Table 1 and its corresponding pie chart show the total number of MSYs by Focus Area. Since both the K-12 Success and School Readiness objectives are in the Education Focus Area, Table 1 shows 100% of MSYs in Education.

MSYs by Focus Area



Table 1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

Table 4 in the PDF report shows the number of MSYs and members allocated to each objective, as seen on the MSY/Members tab:

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	60.63	135
School Readiness	50.50	105
<b>Total</b>	<b>111.13</b>	<b>240</b>

Note that the total number of members does not accurately reflect the number of slots the program is requesting since some members are performing service in both objectives. The total number of MSYs does, however, reflect the total number of MSYs requested by the program.

Table 2 and its corresponding pie chart show the same MSY information expressed as percentages of the total MSYs:

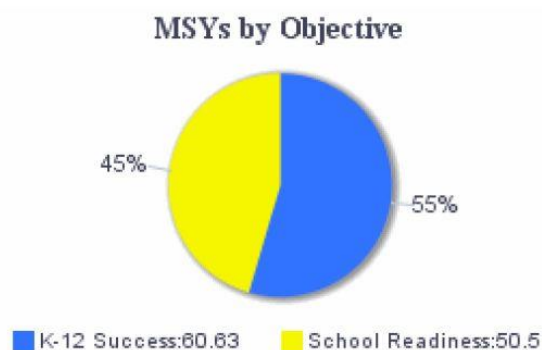


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	55%
School Readiness	45%

### How To Assign MSYs to Performance Measures

When a program creates an aligned performance measure, it must indicate how many MSYs and how many members will contribute to the outcomes of the aligned measure. Based on the MSY allocations already entered for the sample program, the program may allocate no more than 60.63 MSYs to K-12 Success performance measures, and no more than 50.5 MSYs to School Readiness performance measures. However, programs are not required to measure all of their activities, so it is possible that not all of these MSYs will be allocated to performance measures. Our sample program has three performance measures, one for the K-12 Success objective and two for the School Readiness objective.

Objective #1: K-12 Success							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Mentoring	ED3A, ED4A, ED27A	.75	X	60.63	=	45.47	41%
Parent Engagement	No performance measure.	.25	X	60.63		NA	14%

Objective #2: School Readiness							
Intervention	Aligned Performance Measure	Percent of K-12 Success Time Spent on Achieving PM Outcomes	X	Total MSYs in Objective	=	MSYs Allocated to Performance Measure	Percent of Total MSYs
Tutoring 1:1	ED20, ED21, ED23	.75	X	50.5	=	37.88	34%
Parent Engagement	Applicant-Determined Measure	.25	X	50.5	=	12.62	11%

Note: Any aligned performance measure that has member outcomes rather than beneficiary outcomes should have an MSY allocation of 0 members since MSY allocations are designed to show how programs' resources are allocated to achieving beneficiary outcomes.

### How It Looks in the 424 PDF

Table 3 and its corresponding pie chart in the 424 PDF report shows the percentage of MSYs allocated to National Performance Measures, applicant-determined performance measures, or to no performance measures. As seen in the table above, the program has two National Performance Measures (ED3A/4A/27A and ED20/21/23), accounting for 75% of total MSYs. The program has one applicant-determined measure, and a small percentage of program activity is not being measured.

% of MSY NPM VS Applicant VS Not in ANY

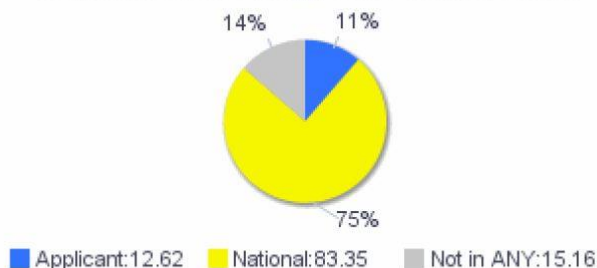


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	75%	11%	14%

CNCS requires all applicants to have one aligned performance measure for the primary intervention. Applicants may have additional aligned measures provided that they measure significant programmatic activities. There is no expectation that 100% of program activity would be allocated to National Performance Measures, or to any performance measures at all.

### Performance Measures Checklist

**This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require clarification. The checklist is not a comprehensive list of all performance measure items that may require clarification. Refer to the Performance Measure Instructions and NOFO FAQs for full requirements.**

Alignment with Narrative/TOC
Focus areas, objectives, interventions, outputs and outcomes are consistent with the application narrative, logic model and theory of change.
Interventions
The interventions selected contribute directly to the outputs and outcomes.
Interventions are not repeated in multiple aligned performance measures.

<b>Dosage</b>
The dosage (frequency, intensity, duration of intervention) is described and is sufficient to achieve outcomes.
<b>Resource Allocation</b>
MSY and member allocation charts are consistent with the member activities/time spent on member activities described in the application narrative.
MSY allocations for performance measures are reasonable. (If it is clear that not all interventions are being measured, then 100% of MSYs should not be allocated to performance measures. CNCS expects an accurate estimate of MSYs that will lead to performance measure outcomes and does not require applicants to measure 100% of program activity or to allocate a certain percentage of activity to National Performance Measures.)
MSYs are zero for Teacher Corps (ED12, ED13, ED14, ED17, ED18, ED19) and Member Development (O12, O13, O14, O15, O16, O17) performance measures and any other performance measures that measure member outcomes rather than beneficiary outcomes (EN2, EN2.1, V2, V10).
<b>Selection Rules/Performance Measure Instructions</b>
Unless the applicant is a continuation, no retired measures (e.g., measures marked deleted or not appearing in the 2015 Performance Measures Instructions) have been selected.
The applicant has at least 1 aligned performance measure for the primary intervention.
National Performance Measures conform to selection rules, definitions and data collection requirements specified in the Performance Measure Instructions. (Compliance with definitions and data collection requirements must be clearly explained in the performance measure text boxes or must be clarified.)
Individuals counted in National Performance Measures meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
It is clear that beneficiaries are not double-counted in an aligned performance measure.
National Performance Measures count beneficiaries, not AmeriCorps members, unless the measure specifies that national service participants are to be counted.
The population counted in each National Performance Measure is the population specified in the Performance Measure Instructions.
Capacity Building interventions meet the CNCS definition of capacity-building in the Performance Measure Instructions.
Member development measures (O12, O13, O14, O15, O16, O17) have a 30-day timeline, not the previously acceptable 90-day timeline.
Applicant is not using applicant-determined member development or volunteer generation measures that are the same or similar to National Performance Measures or Grantee Progress Report demographic indicators (e.g., number of volunteers.)
Member development measures (O12, O13, O14, O15, O16, O17) or volunteer generation measures (G3-3.1, G3-3.2, G3-3.3) are only present if these activities are the primary focus of the program or a significant component of the program's theory of change.
<b>Education Selection Rules/Performance Measure Instructions</b>
Completion is defined for education outputs measuring completion. (ED2, ED4A, ED21, ED32). Note: Dosage and completion are not necessarily the same. The applicant must specify the minimum dosage necessary to be counted as having completed the program, which may or may not be the same dosage specified in the intervention description.
ED1/ED2 and ED3A/ED4A are not used in the same aligned PM.
The mentoring intervention is selected for ED3A/ED4A, and no other interventions are selected for ED3A/ED4A. Mentoring is not selected as an intervention in any education measures other than ED3A/ED4A.

The mentoring dosage meets the dosage requirements described in the Performance Measure Instructions for ED3A/ED4A.

It is clear that the proposed standardized test for ED5 and/or ED30 meets the definition in the Performance Measure Instructions.

If the state standardized test is proposed to measure ED5 and/or ED30, a justification is provided as directed in the Performance Measure Instructions. (Note: Request must be approved by CNCS.)

If the applicant is measuring multiple subjects under ED5 and/or ED30, it is clear whether/how much students must improve in reading, math or both subjects in order to be counted.

For ED27A or ED27B, the applicant specifies which dimension(s) of academic engagement described in the Performance Measure Instructions will be measured.

#### **Alignment & Quality**

Applicant-determined outputs and outcomes are aligned correctly.

Outputs and outcomes clearly identify what is counted.

Each output or outcome counts only one thing (except certain National Performance Measures).

Outcomes clearly identify a change in knowledge, attitude, behavior or condition. (Counts that do not measure a change are outputs and must be labeled as such.)

Outcomes clearly specify the level of improvement necessary to be counted as "improved" and it is clear why this level of improvement is significant for the beneficiary population served.

Outcomes count individual level gains, not average gains for the population served.

Outcomes measure meaningful/significant changes and are aligned with the applicant's theory of change. (Note: Outcomes that do not measure significant changes in knowledge, attitude, behavior or condition should be revised. If the applicant is not able to propose a meaningful outcome, the aligned performance measure should be removed. CNCS prefers that applicants measure a small number of meaningful outcomes rather than a large number of outputs paired with insignificant outcomes.)

Outcomes can be measured during a single grant year.

#### **Data Collection/Instruments**

Data collection methods are appropriate.

Instruments are likely to yield high quality data.

The instrument, and what it measures, is clearly described.

If the Performance Measure Instructions specify the instrument to be used, the applicant is using that instrument (e.g., pre/post test).

The instrument measures the change specified in the outcome. (For example, if the outcome is a change in knowledge, the proposed instrument measures a change in knowledge, not a change in attitude.)

Output instruments are sufficient to count all beneficiaries served and to ensure that individuals are not double-counted.

Outcome instruments will be administered to all beneficiaries receiving the intervention or completing the program. (Note, competitive grantees may propose a sampling plan for CNCS approval if this is not the case. Formula grantees are not permitted to sample.)

#### **Pre/Post Test**

If using a pre/post test to measure knowledge gains from training activities, it is clear how the pre/post test is connected to the learning objectives of the training.

The timeline for administering the pre/post test is clear.

If a pre/post test is required by the Performance Measure Instructions, the instrument described is a pre/post test.

The applicant can successfully match pre-test data with post-test data at the individual level. The same instrument must be used for the pre-test and the post-test.

#### **Targets**

Target values appear ambitious but realistic/It is clear how targets were set.

Outcome targets are smaller than output targets, with some exceptions (i.e., capacity-building National Performance Measures). Note: In some cases it may be appropriate for the outcome target to be equal to the output target.
The output and outcome targets are reasonably proportional. Note: What constitutes reasonably proportional may depend on what is being counted, how and when.
<b>Unit of Measure</b>
The unit of measure is not AmeriCorps members except in National Performance Measures that count national service participants.
The unit of measure is consistent for all outputs or outcomes in the PM unless otherwise specified in the Performance Measure Instructions.
The unit of measure is not hours.
The unit of measure is a number, not a percent.
<b>Sampling</b>
If sampling is proposed, the targets represent the total for the population being served, not just the sample. (Note: Formula grantees are not permitted to sample.)
If sampling is proposed, the sampling plan is forwarded to CNCS for consideration. (Note: Formula grantees are not permitted to sample.)
<b>Misc.</b>
The applicant has not opted into National Performance Measures but has the potential to do so. (In this case, clarify why the applicant has not opted into National Performance Measures and, if applicable, direct them to select appropriate National Performance Measures.)
The applicant has not created applicant-determined measures that are identical to National Performance Measures. (Note: This is a common problem that occurs when applicants have not selected the correct objective. Applicants must review the selection rules and choose the correct objectives or the corresponding performance measures will not be available for selection. Applicant-determined measures are recognizable by the labels OUTPT or OUTCM, followed by numbers. Any applications containing these labels are NOT National Performance Measures, even if the applicant has labeled them with the number of a national measure.)

## ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants(eGrants Budget Section)

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Fixed Amount Grants refer to Attachment E

### Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

#### A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

#### B. Personnel Fringe Benefits

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

#### C. 1. Staff Travel

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

Please itemize the costs. For example: Two staff members will attend the Annual AmeriCorps Symposium in Washington, DC.

2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for Annual AmeriCorps Symposium.

#### C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

#### D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

#### E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

#### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

##### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

##### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

#### **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

#### **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff and members or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

## **Section II. Member Costs**

Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

### **A. Living Allowance**

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and grantee share (match).

The minimum and maximum living allowance amounts are provided in the *RFA*.

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for which you are not requesting funds for a living allowance, but for which you are requesting education awards.



## B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents.
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies.

## Section III. Administrative/Indirect Costs

### Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

### Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

#### A. CNCS-Fixed Percentage Method

##### Five Percent Fixed Administrative Costs Option

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

2. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the CNCS and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs up to 2%, that decision is identified within each subgrant's budget. If the commission elects to retain 1% of the administrative costs, to calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:**

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$**

**$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$**

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, adjust the calculation above, as appropriate.

Commissions are not eligible to retain any portion of funds from fixed amount subgrants.

### **B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

If a commission elects to retain a share of the 5% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **C. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

### **Source of Funds**

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

**ATTACHMENT C: Budget Worksheet (eGrants Budget Section)****Section I. Program Operating Costs****A. Personnel Expenses**

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

**B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C. 2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**D. Equipment**

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

**E. Supplies**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section I:</b>			<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>

## Section II. Member Costs

### A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

### B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

### Section III. Administrative/Indirect Costs

#### A. Corporation-fixed Percentage Rate

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### B. Federally Approved Indirect Cost Rate

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

#### C. De Minimis Rate of 10% of Modified Total Direct Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

#### Source of Funds

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				
Total Source of Funds				

## ATTACHMENT D: Detailed Budget Instructions for Fixed Amount Grants including Partnership Challenge (eGrants Budget Section)

*These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and Partnership Challenge applicants.*

EAP and Fixed-Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a Stipended Fixed-Amount grant, you must pay at least the minimum living allowance listed in the *RFA* for each type of position you are proposing.

### Budget Section II. AmeriCorps Member Positions

#### Member Positions

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.)

**Leave all other columns blank.**

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
<b>Total MSY</b>		_____

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).



**Fixed Award**

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount (See NOFO for amounts) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below (applies to a Stipended Fixed Amount grant):

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY	\$451,250	\$451,250	\$0		
	X \$9,500/MSY				view	
Subtotal		\$451,250	\$451,250	\$0		

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**Source of Funds**

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				.
Total Source of Funds				

## ATTACHMENT E: Budget Worksheet for Fixed Amount Grants (eGrants Budget Section)

Complete the fields for the # w/o Allowance only.

### Member Positions

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
Subtotal				

### Source of Funds

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full Time (1700 hrs)								
Half Time (900 hrs)								
Reduced Half Time (675 hrs)								
Quarter Time (450 hrs)								
Minimum Time (300 hrs)								
Subtotal							MSY	Cost/MSY

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				.
Total Source of Funds				

## ATTACHMENT F: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to Fixed-amount grants.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	All positions in the budget are fully described in the program narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed?
Yes ___ No ___	Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.
Yes ___ No ___	You only charged to the federal share of the budget member service gear that includes the AmeriCorps logo and noted that the gear will have the AmeriCorps logo, with the exception of safety equipment?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.

Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance. If exempted from paying FICA, is the exemption noted in the budget narrative?
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you will provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.
Yes ___ No ___	Unemployment insurance is only budgeted if state law requires it?

<b>In Compliance?</b>	<b>Section III. Administrative/Indirect Costs</b>
Yes ___ No ___	Applicant does not have a current federally approved indirect cost rate and has chosen to use the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen to use CNCS fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has a federally approved indirect cost rate method and documentation submitted to CNCS? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has a current approved indirect cost rate – The maximum grantee share does not exceed the federally approved rate, less the 5% CNCS share?

<b>In Compliance?</b>	<b>Match</b>
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, proposed vs secured, the source(s) [private, state, local, and/or federal], the type of contribution (cash or in-kind), and the amount of match, are clearly identified in the narrative and in the Source of Funds field in eGrants?
Yes ___ No ___	The amount of match is for the entire amount in the budget narrative.?(The total amount of match equals the amount in the budget?)
Yes ___ No ___	Applicant has a current approved indirect cost rate-the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant has a current approved indirect cost rate – the type of rate, the IDC rate percentage, the rate claimed and the base to which the rate is applied has been specified?
Yes ___ No ___	Applicant is directly applying to CNCS and a copy of the current approved indirect cost rate agreement has been submitted to additionaldocuments@cns.gov
Yes ___ No ___	Applicant has never had a federally approved indirect cost rate and is choosing to use a de minimis rate of 10% of modified total direct costs?

## ATTACHMENT G: Alternative Match Instructions

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Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

**Special Circumstances for an Alternative Match Schedule:** Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b). To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

**A. Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4,5,6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

**B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

**C. Program Location:** Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule per the information contained in the *RFA*. CNCS will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

**D. Instructions for the Alternative Match Schedule:** Programs operating in one state must send their requests to the State Commission for review and approval. The Commission will then forward the approved request to CNCS for consideration.

**Submit mail applications per the NOFO instructions.**

## ATTACHMENT H: Beale Codes and County-Level Economic Data for Alternative Match Requests

### Rural Community

**Beale codes** are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 4,5, 6, 7, 8, or 9 is eligible to apply for the alternative match.

### Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.econdata.net">www.econdata.net</a>	<b>Econdata.Net:</b> This site Links to a variety of social and economic data by states, counties and metro areas.
<a href="http://www.bea.gov/regional/">http://www.bea.gov/regional/</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="http://www.census.gov/hhes/www/saie/index.html">www.census.gov/hhes/www/saie/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.bls.gov">www.bls.gov</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="http://www.bls.gov/lau/home.htm">www.bls.gov/lau/home.htm</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.

## ATTACHMENT I: Assurances and Certifications

### (eGrants Review, Authorize and Submit Section)

#### Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

**a) Inability to certify**

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

**b) Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**c) Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**d) Definitions**

The terms “covered transaction”, “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

### ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to



nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200, Chapter II, Subpart F.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the

document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants”:  
<http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the National and Community Service Act of 1990 (NCSA);
- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children’s parents or legal guardians with the reason for the transportation and obtain the parent’s or legal guardian’s permission for such transportation, consistent with state law;
- 
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the NCSA, and in CNCS’s regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS’s regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the NCSA or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;

- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected consistent with the requirements of the NCSA;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

## ***CERTIFICATIONS***

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

### **Certification - Lobbying Activities**

As required by 31 U.S.C. 1352, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### **Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

#### **Definitions**

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

#### **Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

#### **Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

#### **Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

#### **Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

#### **Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, and all state laws and conflict of interest rules.

#### **ASSURANCES AND CERTIFICATIONS**

**ASSURANCE SIGNATURE:**                      **NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

---

**CERTIFICATION SIGNATURE:    NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- .      Certification: Debarment, Suspension and Other Responsibility Matters
- .      Certification: Drug-Free Workplace
- .      Certification: Lobbying Activities

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

---

## ATTACHMENT J: eGrants Indirect Cost Rate (IDCR) User Instructions

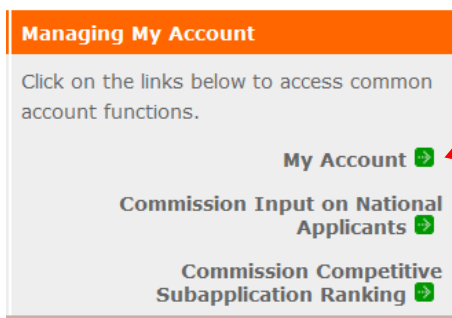
### eGrants Indirect Cost Rate (IDCR) User Instructions

A new feature has been introduced to eGrants which allows users to input Indirect Cost Rate information into their eGrants account. Grantees that will be claiming indirect costs on CNCS awards are required to enter the following indirect cost rates in eGrants: federally negotiated rates, state negotiated rates, and the use of de minimis rate of 10% of modified total direct costs (MTDC). Recipients of AmeriCorps State and National awards may only charge 5% of their negotiated rate to the federal share of the award, with the remaining balance being charged to match (See [45 CFR §§ 2521.95](#) and [2540.110](#)).

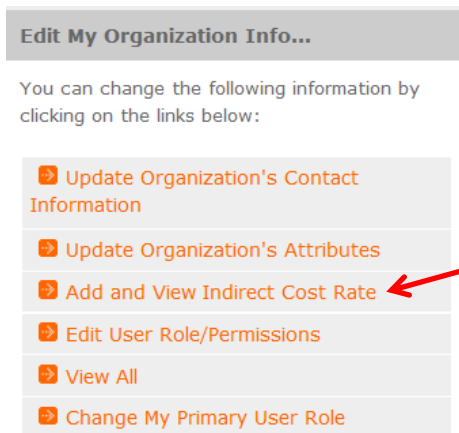
**Once a rate is entered & saved in eGrants, it cannot be edited.** If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

### Entry for the IDCR screen can be accessed using the following steps:

- 1) From the **eGrants Home** screen, in the lower panel under **Managing My Account**, click on **My Account**



- 2) From the **My Account** screen, under **Edit My Organization Info**, click on **Add and View Indirect Cost Rate**



- 3) From the **Add and View Indirect Cost Rate** screen, select **add a new** to add a rate or **cancel** to back out of the screen.

**My Account**

**cancel**

---

**Add and View Indirect Cost Rate**

To view an existing indirect cost rate for your organization click, 'view'. To add a new rate click, 'add a new'. Once a rate is saved it cannot be modified. If you identify a rate already saved that does not present accurate information, correct the record by using the "add a new" function to re-enter the accurate information. The saved date for the new information will identify that the more recent entry presents the more recent accurate information.

**Indirect Cost Rate** ? **add a new**

Saved Date	Rate Type	Start Date	End Date	Extended ?	Rate as %	view

Field by field instructions can be found by clicking the “?” located next to Indirect Cost Rate or Indirect Cost Rate Record.

If **add a new** is selected, the screen below will pop up.

Corporation for  
**NATIONAL & COMMUNITY SERVICE**

**eGRANTS**

**cancel** **save & close**

Enter an indirect cost rate record by completing the fields shown below. Use the RoboHelp '?' button for field by field instructions.

**Indirect Cost Rate Record** ?

\* Do you have Indirect Cost Rate to record? Please Select ▼

\* Rate Type: Please Select ▼

\* Issuing Agency: Please Select ▼

\* Acceptance Date: (mm/dd/yyyy)

\* Effective From: (mm/dd/yyyy)

\* Effective To: (mm/dd/yyyy) ☐ No Expiration

\* Extended? Please Select ▼

\* Rate Status: Please Select ▼

\* Rate Percent: %

\* Rate Base:

\* Treatment of Fringe Benefits:

\* Treatment of Paid Absences:

**cancel** **save & close**



- 4) **Do you have an Indirect Cost Rate to record?** Respond Yes or No. If **NO** is selected, users cannot go any further & nothing will be recorded. If **Yes** is selected, users can continue on.

If your organization will be claiming a current, approved indirect cost rate on any CNCS award, it must be reported on this page. The rate information you record will be used in all award negotiation and reviews until it is superseded by a new approved rate, or expires. Applicants will have the opportunity to identify, in application submissions, if they elect to use a lesser percentage of an approved rate.

- 5) **Rate Type:** If your rate type is not one of the following options, contact your grants officer for guidance:  
**Federally Negotiated** – select if your rate has been negotiated by your cognizant federal agency. Cognizance is determined by the agency which provides the highest amount of direct federal funding;  
**State Negotiated** – select if your rate has been negotiated by a state agency or other pass through entity; or  
**10% of MTDC** – select if your organization qualifies for & elects to use the 10% de Minimus rate of Modified Total Direct Costs (MTDC). Organizations qualify for this rate if they have NEVER had a federally negotiated rate. State entities must also not receive more than \$35 million in direct federal funding.

**Rates must be used consistently across ALL federal awards.**

- 6) **Issuing Agency.** Respond by selecting the federal agency that approved your rate, or if the federal agency who issued your rate is not listed, select **Other**, or if your rate is issued by a state agency select **Other**.  
Identify federal agencies using the drop down list. If your rate is approved by a federal agency other than the ones listed, notify your grants officer. Other federal agencies may be added as needed.
- 7) **Acceptance Date.** Enter a valid date.  
The acceptance date is usually identified where the rate was signed by the issuing state or federal agency.
- 8) **Rate Status.** Select one of the following options: **Final, Provisional, Predetermined, Fixed, Other**, or **Other – 10%**.  
Rates issued by federal agencies will almost always be final or provisional. However, if your organization has formally notified a federal or state agency of your eligibility and intent to use the 10-percent of MTDC rate, select **Other – 10%**. If your organization has a **predetermined** or **fixed rate**, select those options accordingly. If a state rate indicates a term that is not listed here select **Other** and notify your grants officer. Additional rate status options may be added as needed.
- 9) **Effective From.** Enter a valid date.

The effective from date is found on your indirect cost rate document. If using the 10-percent of MTDC rate, enter today's date or the date your organization formally started charging costs under the 10-percent of MTDC rate.

10) **Effective To.** Enter a valid date.

The effective to date is found on your indirect cost rate document. If your organization has received approval to extend your rate, enter the end date of the extension.

11) **No Expiration.** Check or leave unchecked.

If your rate does not have an expiration date, as is the case with the use of the 10-percent of MTDC rate, check this box, otherwise, leave unchecked.

12) **Extended?** Respond Yes or No.

If the rate "effective to" date has been extended with approval of the federal cognizant agency under authority of the 2014 Omni Circular, respond **Yes**. If it is not an extended rate effective to date, respond **No**.

13) **Rate Base.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the rate base used to determine the indirect cost pool as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

14) **Treatment of Fringe Benefits.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how fringe benefits were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

15) **Treatment of Paid Absences.** Enter up to 500 characters including spaces.

Enter the text as found on your indirect cost rate approval document. For rates issued by state agencies, enter either the how paid absences were treated in determining the indirect cost rate as stated on your indirect cost rate approval document or "State Rate N/A." If you need more than 500 characters, indicate "Summary" and record the most important content.

16) When you have completed all of the above entries, click the **"save & close"** button at the bottom of the page.



- If you would like to cancel your entry, click the **"cancel"** button and the entry will be cancelled. All entry information will be lost & no entry will be shown.
- **Once a rate is saved it cannot be modified.**

- If users inadvertently enter incorrect information, a new entry must be submitted with the correct information.

17) **Order of Rates** - Once an entry is saved, users will be able to see the rates they have entered. Rates will display in the order of entry. Entry of rates will provide users and CNCS with a historical record which can be used to clarify indirect cost rate inquiries for monitoring, consistent record maintenance, & audits.

## ATTACHMENT H: Application Logic Model Cover page

2016 Formula Application Logic Model Cover page									
<b>Organization Information</b>									
Name					Local Address				
Website					City		State		Zip
					Main Address (if applicable)				
					City		State		Zip
<b>Contact Person Information</b>									
Name					Title				
Email					Phone				
<b>Applicant Questions</b>									
How many AmeriCorps members do you propose to have?									
Briefly describe what the members will be doing?									
At what site(s) will the program be operating?									
How many leveraged volunteers will AmeriCorps members generate									
Briefly describe what the volunteers will be doing?									
What CNCS focus area will the program be contributing?									
Is the program going to request consideration for 2016 AmeriCorps and Serve DC funding priorities? If yes, which funding priority?									
Amount requesting from Serve DC?									
Amount of match provided to the project?									
Of the match funds how much is local, state or federal funds?									
Of the match funds how much is private/non-governmental funds?									
Which of the national service performance measure will your program to choose to expand educational, employment or civic opportunities for your members:					___ G2-4.1.2 Number of service participants that report that they value the skills they gained from national service ___ G2-4.1.3 Number of service participants reporting gains in leadership skills ___ G2-5.1.3 Number of service participants reporting increased self-efficacy				
Who is the population served by the AmeriCorps Project (See page 34)?									
Please list any special grant characteristics that would apply to your application (See page 35).									